

COLCHESTER SCHOOL DISTRICT: VIDEO CONFERENCE INFORMATION FOR FAMILIES

As we try to offer an educational routine for students during this closure, some teachers are transitioning to using video conferencing with students. We know that some parents/guardians have used video conferencing tools for their own remote work, and may be familiar with some important elements, but would like to provide everyone with information to consider while students participate in these online sessions.

For the duration of any video/audio conference, participants are expected to act in a school-appropriate manner. Regular school rules and consequences will apply. In the event of inappropriate behavior, a student may be removed from a call and disciplinary action may be taken.

If you do NOT want your student participating in these video conferences, please contact your child's school. Please note that by electing to not have your child participate in video conferencing in the online classroom environment, it will by no means limit their access to education. Classroom teachers are working with families to develop the best ways to continue a connection and offer an educational routine for those that are available during this closure. This is uncharted territory for schools and families and we want to do our best to support you and your children by maintaining a connection to the school that fits within your life.

Joining a video conference:

- Teachers will share a link that students will access either via their school-provided email account, their calendar, Seesaw, or Google Classroom.
- Students join from their Chromebook or another device. If they are using a tablet or phone, it is likely that you will need to download the appropriate app.
- Students in our K-12 buildings do not have the ability to start a Google Meet, but they can join one that their teacher creates.
- Please note that the recording option for students in Google Meet has been turned off for the safety and confidentiality of all users.

Preparing for a video conference:

- Please be dressed for school.
- Attend from an appropriate place: kitchen table, desk, common area, etc. (not sitting on your bed or walking around the house, etc). Be aware of what appears behind you in the meeting.
- A place with good lighting is helpful.
- To avoid embarrassing or potentially inappropriate cameos and to protect the privacy of those who live with you, be sure other people in your home know you are on a learning video/audio meeting.

During a video conference:

- If you need to share your computer screen during the video meeting, close all windows you would not want others to see and disable notifications for accounts (e.g., Slack, Facebook). You do not want others to see information about other students, your email, or personal files.
- Turn off the camera if/when you choose. The avatar used to identify you in Google will show in place of the video.
- Google Meet allows you to test your audio and video prior to the meeting in the settings. Headphones are a good option to help hear the conversations better. Headphones with a built-in microphone can help to prevent the possibility of unwanted audio being picked up from the background. If your microphone is not working correctly, remember you have the option to call into the meeting using a phone. To do this, click on the three dots on the bottom right and look for the option to use a phone for audio.
- Mute your microphone when you are not speaking during a group meeting. Instruct students to do that as well.